



EXHIBITOR GUIDE FOR CAREER FAIR

George R. Brown Convention Center
1001 Avenida de las Americas
Houston, TX 77010

www.gracehopper.org

Dear Grace Hopper Celebration Exhibitor,

It is a pleasure to welcome you as a participating Exhibitor at the Grace Hopper Celebration of Women in Computing (GHC) in Houston, Texas on October 14-16, 2015. This GHC Exhibitor Guide is designed to help you plan for the Career Fair and ensure that your participation successful.

The guide includes details about the show location, show hours, convention services contractor, move-in and move-out hours, and exhibit rules and regulations. Please review this information, making special note of all the deadlines. Be sure to give a copy to anyone else in your organization who is participating in the Career Fair. Hargrove Inc., the official convention services contractor, will provide the booth furnishing, services, and shipping info you need for your booth which you can order from the Exhibitor Service Manual and Order Forms. Hargrove will email the Exhibitor Service Manual and Order Forms link to the organization's primary contact in June.

Please note the move-in and move-out hours for the show, which must be observed by all exhibitors. Not only is this crucial to the success of the show, but to each and every exhibitor's participation. We strive to produce a professional and organized Career Fair, and we greatly appreciate your cooperation in following the rules and regulations to ensure a successful show for all sponsors.

To facilitate an orderly move-in and move-out, the freight entrance will be closed at 2:00 p.m. before the show's scheduled opening time at 5:30 p.m. Wednesday, October 14. If you have any special requirements, please contact Hargrove in advance at exhibitorservices@hargroveinc.com or Hargrove's Help Line 301-306-4627 and be sure to mention Grace Hopper Conference.

Thank you for your support of the Grace Hopper Celebration of Women in Computing!

Sincerely,
Anita Borg Institute

EXHIBITOR CHECKLIST

✓	Checklist	Deadline
<input type="checkbox"/>	Review the GHC Exhibitor Guide.	
<input type="checkbox"/>	Super Early registration rates close. All Exhibitors must be registered before the conference sells out.	Monday, June 22
<input type="checkbox"/>	Receive the Exhibitor Service Manual and Order Forms from Hargrove.	Wednesday, June 24
<input type="checkbox"/>	Option to upgrade to a larger exhibit booth for Corporate Diamond, Platinum, Gold, Academic Gold and Silver Sponsors.	Friday, July 17 or until booth space is sold out
<input type="checkbox"/>	Early registration rates close. All Exhibitors must be registered before the conference sells out.	Friday, July 31
<input type="checkbox"/>	The exhibit floor map and assignments will be published.	Thursday, August 27
<input type="checkbox"/>	Begin shipping your exhibit booth items to the Hargrove Warehouse (see Exhibit Service Manual and Order Forms for shipping labels and address).	Receiving Begins Thursday, September 10
<input type="checkbox"/>	Hotel reservation deadline to receive the conference rate.	Tuesday, September 15
<input type="checkbox"/>	Submit a copy of the contractor's General Liability Insurance certificate to Anita Borg Institute and Hargrove (only due if you are using a Non-Official Contractor).	Tuesday, September 22
<input type="checkbox"/>	Advance Order deadline for ordering Career Fair booth and/or interview booth furnishings and services through Hargrove, PRG Audio Visual, and the George R. Brown Convention Center (see order forms in the Exhibitor Service Manual and Order Forms).	Tuesday, September 22
<input type="checkbox"/>	Conference registration closes.	Friday, September 25 or until GHC is sold out
<input type="checkbox"/>	Conference bag items MUST arrive by Wednesday, October 7. Applicable to Corporate Diamond, Platinum and Gold sponsors only. Deliveries after this date will not make it into the conference bag. Incorrect labeling that requires Show Management to hire labor to sort through your items, will incur additional charges to your exhibit account.	Wednesday, October 7

<input type="checkbox"/>	Advance shipment to Hargrove warehouse ends. (Warehouse's address and labeling instruction are in the Exhibitor Service Manual and Order Forms).	Wednesday, October 7
<input type="checkbox"/>	Direct shipment to the exhibit site begins. All direct shipments must be consigned to Hargrove and scheduled to arrive during official exhibitor move-in hours only. (The George R. Brown Convention Center's address and labeling instruction are in the Exhibitor Service Manual and Order Forms).	Tuesday, October 13
<input type="checkbox"/>	Exhibitor Move-In hours	Monday, October 12 By Appointment Only <i>(must obtain approval from Show Management)</i> Tuesday, October 13 9:00 a.m. – 5:00 p.m. Wednesday, October 14 9:00 a.m. – 2:00 p.m.
<input type="checkbox"/>	Career Fair Open – Wednesday	Wednesday, October 14 5:30 p.m. – 10:00 p.m.
<input type="checkbox"/>	Career Fair Open – Thursday	Thursday, October 15 10:00 a.m. – 5:30 p.m.
<input type="checkbox"/>	Career Fair Open – Friday	Friday, October 16 10:00 a.m. – 2:30 p.m.
<input type="checkbox"/>	Exhibitor Move-Out hours. All exhibitors MUST clear the halls by 8:00 p.m.	Friday, October 16 2:30 p.m. – 8:00 p.m.

CAREER FAIR

All installation and dismantling of exhibits must be carried out during the time indicated. No exhibit may be erected after the exhibition opens or be dismantled before the official closing time. It is the responsibility of the exhibitor to see that all materials are delivered and removed from the exhibit hall by the specified deadline. Failure to remove exhibit will result in removal arranged by Show Management at the expense of the exhibitor.

CAREER FAIR SCHEDULE

The Career Fair will be held in Exhibit Halls A-C of the George R. Brown Convention Center.

Tuesday, October 13, 2015

Exhibit Move-in

9:00 a.m. – 5:00 p.m.

Wednesday, October 14, 2015

Exhibit Move-in

9:00 a.m. – 2:00 p.m.

Career Fair, Dinner and Poster Session

5:30 p.m. – 10:00 p.m.

Thursday, October 15, 2015

Career Fair Open

10:00 a.m. – 5:30 p.m.

Friday, October 16, 2015

Career Fair Open

10:00 a.m. – 2:30 p.m.

Exhibit Move-out

2:30 p.m. – 8:00 p.m.

EXHIBIT FLOOR PLAN & BOOTH ASSIGNMENT

GHC reserves the right to assign booth space in order of sponsorship level, size of booth, and effective traffic flow. We will post the exhibit floor map and booth numbers by August 27.

CONTACT HARGROVE, INC.

Help Line: 301-306-4627 | Email: exhibitorservices@hargroveinc.com

Hargrove will provide by June 24:

- Login instructions and password information to access online Exhibitor Service Manual and Order Forms. This manual contains general conference information, labor/service order forms, payment, Exhibitor Appointed Contractor, shipping instructions, union rules and regulations, and other information pertinent to an exhibitor's participation in a career fair.

BOOTH PACKAGES

Career Fair Booth Information	<p>The official show colors for GHC conference: Back wall Drape: Orange & Silver Side rail Drape: Silver Booth Size: 10'x10' Aisle Carpet: Blue Jay</p>
Career Fair Booth Packages	<p>Corporate Diamond, Platinum, Gold Sponsors, Labs and Non-Profits Gold and Silver Sponsors, and Academic Gold and Silver Sponsors</p> <ul style="list-style-type: none">• Pipe and Drape (8' draped back wall, 3' draped side rails), One 7" x 44" booth ID Sign with company and booth number, One 6' Table Skirted Silver, Two Side Chairs, One Wastebasket.• 10 Amp Electrical Outlet.• Booth Carpet (show color, Halls A-C only).• Up to 100 pounds of Material Handling at no charge per sponsor. <p><i>Note:</i> <i>Corporate Diamond receives four (4) of 10'x10' booths and 40 amps electricity in the sponsorship package.</i></p> <p>Corporate Silver Sponsors, Labs and Non-Profits Bronze & Academic Bronze Sponsors (Shared Booth of 5'x10' space per sponsor)</p> <ul style="list-style-type: none">• Pipe and Drape (8' draped back wall, 3' draped side rails), Two 7" x 44" booth ID Signs with company and booth number (one for each sponsor), Two 6' Tables Skirted Silver (one for each sponsor), Four Side Chairs, (two for each sponsor), Two Wastebaskets (one for each sponsor)• 10 Amp Electrical Outlet (one for each sponsor).• Booth Carpet (show color, Halls A-C only).• Up to 100 Pounds of Material Handling at no charge (one for each sponsor).

Note: Sponsors do NOT have an option to purchase additional booths. Sponsors must upgrade sponsorship level to purchase additional booths.

All exhibitor displays must be confined to the booth space. Special requests for structures that exceed height restriction must be submitted to GHC, in writing, for approval.

Early
Access to
Career Fair
Halls
during non-
exhibit
hours

Registered GHC attendees who indicate during the registration process that they are a **booth-staff only badge holder** will be able to access the career fair halls in the following **non-exhibit hours**:

- Early Access to the Career Fair halls during move-in and move-out hours (see Hargrove's General Information pages for the Exhibitor Move-In and Move-Out schedules.)
- On Thursday, October 15 and Friday, October 16, early access to the Career Fair halls will be granted 60 minutes prior to the show's official start time so you may set and open your booth.
- The Career Fair halls will remain accessible for booth clean-up 30 minutes after the official end time of daily show hours (Wednesday, Thursday, and Friday.)

Registered GHC attendees who indicate that they are a **full conference badge holder** must use "**Early Access Pass**" in order to access the Career Fair halls during non-exhibit hours. Each 10'x10' booth will have 2 Early Access Passes (Bronze shared booths will have 2 Early Access Passes per sponsor.) These Early Access Passes are available at the Exhibitor Check-In counter. You are required to sign in and to provide name, cell phone number, and email address during pickup. Group Early Access Pass pick-up is permitted; in the event that one person from a company collects these passes for multiple employees, that person accepts full responsibility for those passes. GHC will not re-issue passes directly to those individuals.

Exhibitor ribbons cannot be used to gain early access the Career Fair halls during non-exhibit hours.

Carpet

The aisles and Career Fair booth areas (Halls A-C) will be carpeted in blue jay.

All exhibitor booths in Halls A-C will receive carpeting in their primary 10'x10' space. If booths are larger than 10'x10', the additional areas will be carpeted and included in your additional booth costs. If your booth carpet requires different color other than show color, please use carpet order form in the Exhibitor Service Manual and Order Forms to order and there will be additional costs.

SHIPPING INFORMATION

Advance shipping begins Thursday, September 10 at 9:00 a.m. CDT and ends Wednesday October 7 at 3:00 p.m. CDT. Advance shipping label will be available in the Exhibitor Service Manual.

(Your Company Name & Booth Number)
Grace Hopper Celebration of Women in Computing
c/o Hargrove
YRC Houston
9415 Wallisville Road
Houston, TX 77013

Advance Warehouse Receiving hours are Monday through Friday 9:00 a.m. to 3:00 p.m. CDT.

Direct shipping begins on Tuesday, October 13 at 9:00 a.m. CDT. Direct shipping label will be available in the Exhibitor Service Manual.

(Your Organization Name & Booth Number)
Grace Hopper Celebration of Women in Computing
c/o Hargrove
George R. Brown Convention Center
Halls A-C
1001 Avenida De Las America
Houston, TX 77010

LOADING DOCK

Lot 4

The loading dock areas of the George R. Brown Convention Center are designed for the sole purpose of facilitating all vehicles associated with the loading and unloading of event-related equipment / merchandise. All exhibitors / vendors are required to sign in with the Convention Center Security Staff located at the Entrance Gate of Lot # 4 on Chartres at Walker St. There you will relate the name of the event for your scheduled load in / out times as stated on the Event Information Document. After verifying requested information from Officer, a Lot # 4 Load In / Out permit will be issued to be placed on the dashboard of your vehicle. Lot 4 is also utilized for the parking of all exhibitor vehicles during move ins / outs and in return make it more convenience for all exhibitors during these hours.

3rd Level Loading Docks

The loading dock areas of the 3rd level of the George R. Brown Convention Center consist of the same procedures as Lot # 4. While exhibitors can park and unload in Lot # 4 for all events taken place on the ground Exhibit Halls, the 3rd level permit only allow 45 minutes for each exhibitor to unload / load and then re-locate their vehicles to other surrounding lots or Lot # 4 if contracted by the client.

EXHIBITOR INFORMATION

Exhibitors are responsible for all aspects of shipment. Hargrove handles all freight, freight labor, freight equipment at show site. Drayage is a roundtrip service.

Exhibit tear down should not commence until after the show on Friday, October 16 at 2:30 p.m. It is your responsibility to notify your carrier of the pick-up time.

FORCED SET-UP

If set-up of any exhibit has not started by 12:00 Noon on Wednesday, October 14, GHC may order the exhibit to be set-up and the exhibitor will be billed for all charges incurred. GHC will not be responsible for any damages incurred. Exhibitors will be required to notify Show Management and Hargrove in advance if you need to set up after 12:00 Noon. All exhibits must be fully installed and completed by 2:00 p.m., Wednesday, October 14.

LABOR

It is the exhibitor's responsibility to arrange for set-up and dismantling of your exhibits. Expenses incurred by GHC for exhibit set-up or tear down will be charged directly to your exhibit account. Skilled labor is available through Hargrove to assist in exhibit installation and dismantling.

ADDITIONAL SERVICES

Complete information on booth furnishings and services will be available in the Exhibitor Service Manual and Order Forms. You may start ordering by using Company name and put "TBD" on the booth space section before August 27. Hargrove will input your booth number on your existing order once GHC assigns the booth number to your exhibit space after August 27.

MATERIAL HANDLING

Crated materials will be accepted up to thirty days in advance (starting Thursday, September 10 and ending on Wednesday, October 7) and delivered to respective booths at the convention center on Tuesday, October 13. Direct Shipments cannot be received at the convention center prior to Tuesday, October 13. Shipments consigned to arrive during the set up will be unloaded on-site, delivered to respective booths and empty containers will be stored and returned at the end of the show. Complete instructions and a rate schedule will also be published in the exhibitor service Manual and Order Forms.

OUTBOUND SHIPMENT

Shipping information, Material handling agreements, and labels will be available at the Hargrove Service Desk in the exhibit hall B. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup.

UNION JURISDICTION

Full time employees of the exhibiting companies may set and dismantle their own exhibits without assistance from Hargrove. Labor from Hargrove can be ordered by completing the labor form in the exhibitor service Manual and Order Form or on show site at the Hargrove Service Desk. Exhibitors are not permitted to use power tools on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or Hargrove.

Exhibitors may "hand carry" materials to or from the booth. The movement of larger items can be done using non-motorized two-wheeled hand trucks or four-wheeled flatbed dollies supplied by the exhibitor. When exhibitors choose to "hand carry" materials, they are not be permitted access to the loading dock/freight door areas, but must utilize entry through the designated freight entrance. The exhibitor use of mechanical equipment is not permitted. Any material requiring the use of equipment for delivery (i.e. forklifts, etc.) must be handled by the Hargrove. For further information, contact Hargrove at 301-306-4627.

Hargrove will control access to the loading dock. Unloading and reloading at the dock of all contracted carriers will be handled by Hargrove. Hargrove shall be the sole authority on all matters in the dock area.

GRATUITUUES

Hargrove requests that exhibitors do not tip their employees. Any request for tipping should be brought to the attention of the Hargrove representative at the Hargrove Service Desk.

STORAGE

There is no crate or product storage permitted within the convention facility. However, storage for some empty crates will be permitted in and around the loading dock area, with Hargrove's permission. All other crate storage will be stored by Hargrove. No storage is permitted in aisles behind in-line booths.

REFRESHMENT BREAK AREAS

Refreshment break areas will be placed throughout the exhibit floor to allow attendees a place to enjoy a beverage or light snack, and to network between sessions.

INTERVIEW BOOTHS

The Grace Hopper Celebration Resume Database gives sponsors access to conference attendees who are looking for a job, and interested in being at the conference. Interview Booth space is available to **Corporate Diamond, Platinum, and Gold sponsors, Labs and Non-Profits Gold Sponsors, and Academic Gold Sponsors** and guidelines apply. Hargrove will assist company with all show needs.

INTERVIEW SCHEDULE

The Interview Booths will be located in Exhibit Halls A-C of the George R. Brown Convention Center.

Wednesday, October 14, 2015	5:30 p.m. – 10:00 p.m.
Thursday, October 15, 2015	10:00 a.m. – 5:30 p.m.
Friday, October 16, 2015	10:00 a.m. – 2:30 p.m.

FLOOR PLAN & ASSIGNMENTS

We will post the interview booth map and numbers by August 27.

BOOTH PACKAGE

Interview Booth Information	Back wall Drape: Blue Booth Size: 10'x10' No Aisle Carpet
Interview Booth Packages	Corporate Diamond, Platinum, and Gold sponsors, Labs and Non-Profits Gold Sponsors, and Academic Gold Sponsors <ul style="list-style-type: none">• Pipe and Drape (8' perimeter drape), One 7" x 44" booth ID Sign with company name and booth number, One 6' Table Skirted blue, Four Side Chairs, One Wastebasket. <p>Please note, you may order carpet and electrical for your Interview Booth. The Forms are available in your Exhibitor Service Manual and Order Forms.</p>

Note:

- *Corporate Diamond receives two (2) of 10'x10' interview booths in the sponsorship package*
- *Corporate Silver, Labs and Non-Profits Silver and Bronze, and Academic Silver and Bronze Sponsors are NOT eligible for the interview booths.*

Early Access
to Career
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Exhibitor ribbons cannot be used to gain early access the Career Fair halls during non-exhibit hours.

REGISTRATION

Everyone attending the conference and/or working the Career Fair and Interview booths are required to wear an official badge at all times. Individuals are **not** allowed in the Career Fair halls or interview booths without an appropriate badge. Exhibitors do not have separate passes, they are considered conference attendees.

Sponsor staff or third party contractors who are coming only to set up booth and are not attending the conference may obtain a temporary access wristband to enter the career fair halls. Please visit the Exhibitor Check-in Counter during move-in and move-out hours. You are required to sign in and to provide name, cell phone number, and email address during pickup the wristband. Sponsor hires vendor staff to work in their booths must purchase a conference ticket to the conference.

If you need early access to the Career Fairs during the non-exhibit hours, please see the badge rules and instructions on pages 6 and 11. Exhibitor ribbons cannot be used to gain early access the Career Fair halls during non-exhibit hours.

Conference badges will not be mailed in advance.

Everyone you send to the George R. Brown Convention Center during the week of the conference must be registered, either with a sponsor pass or with a paid ticket.

Participants should register online at <http://gracehopper.org/attend>, select "General Attendee", and enter your sponsor code when prompted. Registration is now open and closes September 25, or when it becomes sold out.

For more information about registration, please visit www.gracehopper.org

HOTEL

Hotel reservation link and hotel map are provided at <http://gracehopper.org/hotels>. If your organization needs to book more than 10 rooms, a hotel subcontract will be required. Sponsor is financially responsible for all room nights including applicable tax after the hotel subcontract is signed. Hotel will not accept cancellations or room releases. Hotel will charge unused rooms including no-show.

GHC will provide complimentary shuttle service to the George R. Brown Convention Center from all contracted hotels. We expect another sold-out conference, so please book your hotel rooms ASAP!

Hotel reservation deadline to receive the conference rate is **September 15** or when rooms sold out.

EXHIBIT RULES & REGULATIONS

The rules and regulations contained herein are intended by GHC to serve the best interest of GHC's exhibitors and the attendees, and give notice to exhibitors of governing rules and regulations. All exhibitors are bound by the rules and regulations.

GHC shall have full authority to interpret and amend these rules, and its decision is final. Exhibitors agree to abide by any rules or regulations that may thereafter be adopted, which shall be as much as part as though originally incorporated.

All issues not addressed herein are subject to the decision of GHC. These rules and regulations have been formulated in the best interest of all exhibitors.

These rules and regulations may be amended or changed at any times by GHC, and all amendments and changes will be binding on all parties. Please read this guide carefully since policies and procedures may change from year to year.

Admittance to the Exhibit Area: Badges are required during official move-in hours and during official registration hours each of the event days. Temporary workers and contractors working in the exhibitor's booth for installation or dismantle must wear a temporary access wristband.

Company identification is to be presented at the time wristbands are handed out. Official GHC badges are required for admission of all attendees.

Children: The GHC does not allow children between ages six months to 17 years in the Exhibit Halls at any time, unless accompanied by parents, guardian, or school chaperone. Infants under six months will be allowed in the Exhibit Hall during exhibit hours only. For reasons of insurance, liability and safety, infants must be held at all times; strollers and infant carriers will not be allowed.

Eligible Exhibits: GHC reserves the right to determine the eligibility of any company, service or product to exhibit in the show and the right to reject or cancel any request and/or limit space assigned to any one company.

Limitation of Exhibitors: GHC reserves the right to stop or remove from the show any exhibitor or representative(s) who, in the opinion of GHC, is objectionable or detracts from the dignity of the Conference.

Exhibitor Due Diligence: GHC makes no representation concerning any sponsor or its products or services, and the admission to the show of any sponsor or exhibitor constitutes neither an endorsement, a recommendation, nor a representation by GHC of any exhibitor or sponsor, or its products or services.

Use of an Outside Contractor: Exhibitors must notify GHC & Hargrove no later than Tuesday, September 22 of their desire to use an outside contractor by submitting the NOTIFICATION OF INTENT TO USE A NON-OFFICIAL CONTRACTOR form (form is in the Exhibitor Service Manual and Order Forms). You must also inform your "Non-Official" Service Contractor that they must send a copy of a General Liability Insurance Certificate no later than 30 days prior to show date or they will not be permitted to service your exhibit. It is the responsibility of the exhibitor to see that each representative of a Non-Official contractor abides by the official rules and regulations of this event. GHC reserves the right to deny such requests if, in its sole judgment, the proposed contractor cannot meet GHC standards as to proficiency, ability, insurance or the like.

Cancellation of Contract/Downsizing by Exhibitor:

- a. No refunds for cancellation will be made.
- b. Your exhibit space is non-transferable.

Co-Exhibiting or Subletting of Exhibit Space: One company is allowed to exhibit per booth. Only Corporate Silver Sponsors, Labs and Non-Profits Bronze & Academic Bronze Sponsors will share their booths with other company or school. Exhibitors are prohibited from subletting any part of the space allotted to them or exhibiting in their space any merchandise or advertising materials that are not a part of their product lines, unless authorized by GHC.

Press Conference: All press conference and media events related to an exhibitor's participation at the GHC Annual Conference must be coordinated with the ABI Marketing office staff. Press conferences by exhibitors on the exhibit floor are prohibited. No press conference may be scheduled at hotels or other locations away from the GHC conference.

Shipping, Labor, Furniture Rental, and Other Services: Hargrove Inc., the official show contractor and decorator, will supply the exhibitor with an Exhibitor Service Manual and Order Forms that will include order forms for drayage, furniture rental, installation and dismantling labor, and various other services. The link to the service manual will be sent via email to the company's primary contact. All booth materials must be shipped care of Hargrove. Shipments will not be accepted by the convention center. Hargrove will begin accepting shipments at the advance warehouse on September 10, no earlier. Shipping instructions and labeling are provided in the Exhibitor Service Manual and Order Forms.

Protection of the Exhibit Facility: Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the convention hall exhibit area without permission of GHC and the proper building authority. Packing, unpacking, and assembling of exhibits shall be done only in designated areas and in conformity with directions of the exhibit manager, the convention hall manager, or their assistants.

Liability: Exhibitor agrees to, at all times, protect and defend, save and hold forever harmless, and fully indemnify the Anita Borg Institute (ABI), their leadership, employees, and contractors from and against any and all claims, actions, losses, damages, costs (including reasonable attorney's fees), liability charges, or expenses directly arising out of or in

conjunction with (1) any property or personal injury or other occurrence to any property or person(s), including the exhibitor, its agents, employees, and business invitees, which directly arises out of or is in conjunction with the exhibitor's occupancy and use of the exhibition premises or any part thereof, and, further, (2) any alleged violations of any law or ordinance occasioned by the intentional or negligent actions of the exhibitor, its agents, employees, and business invitees. ABI expressly disclaims any possible liability for the safety of the exhibitor's property or exhibit against robbery, fire, water, accidents of any sort, or injury or damage from any other cause. Should any loss by theft occur, the exhibitor agrees to report it to the security person on duty, hired by the George R. Brown Convention Center, immediately.

Security Guidelines for Exhibitors: Security guards will be maintained at all times by GHC. The duty of the guards will be to control admittance and exit to the exhibition area and to protect the general trade show area against fire and other catastrophes. The presence of the guards does not constitute acceptance of any responsibility by GHC for the safety of the exhibitor's products and property, but is merely a service to aid exhibitors during the exhibition. Exhibitors are advised to add to their existing insurance, a portal-to-portal rider to protect them against loss or damage to their materials by accidents, theft, fire, etc. Exhibitors and approved installation/dismantling team will only be allowed on the show floor during official installation and dismantling hours with appropriate badge and wristband required. During teardown, stay with your exhibit until your empty boxes are delivered and your goods are packed, sealed, and properly labeled. Any shipments not being handled by Hargrove are the sole responsibility of the exhibitor.

- A. Avoid leaving valuable items unattended or articles in the booth during non-exhibit hours.
- B. If possible, cover your display with a flameproof drop cloth during non-exhibit hours.
- C. Run wire or cable through as many items as possible and lock them during non-exhibit hours.
- D. Remove pertinent component parts from display or floor models not being used for demonstration during non-exhibit hours.
- E. Never leave your booth unattended during exhibit hours. Do not hesitate to report to the conference staff any suspicious persons in the exhibit area.
- F. Pack all of your equipment products as soon as move-out starts and make sure all labels are made out properly.
- G. At commencement of move-out, remove small articles of value.

Americans With Disabilities Act (ADA): Exhibitors shall be fully responsible for complying with the ADA with regard to booth space, including, but not limited to, the wheelchair access provisions. Exhibitors shall indemnify, hold harmless and defend the Anita Borg Institute (ABI), its officers, directors, agents, employees and contractors from and against any claim, liabilities, losses, damages, and expenses (including attorney's fees and expenses) directly resulting from or arising out of the exhibitors' failure or allegations of the ADA. Information regarding ADA compliance is available from the U.S. Department of Justice ADA information Line (800-514-0301).

Booth Construction/Design/Layout:

A. Standard 10'x10' booth equipment will consist of an 8 ft. back wall of draperies with aluminum uprights and 3 ft. high divisional side rails covered with matching or contrasting draperies.

B. Exhibit Displays: **Linear/in-line booths** are commonly 10'x10' booths arranged in a straight line. Display materials should be arranged so as not to obstruct sight lines of neighboring exhibitors. Displays over eight (8) feet in height and perimeter (backs to an outside wall) booths over twelve (12) feet in height and more than five (5) feet in depth are prohibited. **Corner booths** are linear booths exposed to aisles on two sides. All other guidelines for linear booths apply. **End-cap/Peninsula booths** are exposed to aisles on three sides and composed of two booths (10'x20'). The maximum back wall height is 8' high by 10' wide so as not to obstruct side lines. The rear half of the booth may be 5' from the back wall at 8' high but the remaining front 5' is restricted to 4' high. **Island booths** are exposed to aisles on four sides and have greater flexibility with use of the entire cubic content of space which may be used up to a maximum height of sixteen (16) feet. Island booths must be set up so as to utilize space for flow and is not allowed to have a back wall facing a linear booth. Any signage or items exceeding 16' heights will be removed at exhibitors' expense.

C) Exhibitors are urged to check with GHC before preparing any special displays. No walls, wings, partitions, decorations or other obstructions may be erected which will in any way interfere with the view of any booth. Exhibitors desiring to use other than standard booth equipment, signs, decorations or arrangement of display material conflicting in any way with these exhibit rules and regulations must submit a detailed sketch of the proposed layout to GHC at least 60 days prior to the exhibition.

D) Displays and exhibits in public view are required to be appropriately finished on all sides and surfaces. If surfaces are unfinished, GHC may authorize Hargrove to complete necessary finishing and exhibitor will be responsible for all costs. No interference with the light or view of other exhibitors will be permitted. Consult GHC if you have questions.

Joint Ventures/Co-Marketing: Definition – The definition of a joint venture/co-marketing agreement is that in which two or more companies are developing, manufacturing, producing, or distributing the same product. In this case, it refers to companies that may have entered into joint ventures or co-marketing agreements and wish to exhibit in a manner best describing their joint agreement. Companies having such a business agreement may choose to:

- A. Be aligned on the exhibit floor adjacent to each other in order to jointly promote the specific product; or
- B. Be represented by only one of the companies in the agreement utilizing exhibit space, but displaying through signage that the product is a joint venture/co-marketed product; or
- C. Exhibit in one booth under the joint venture name with one exhibit manager contact coordinating all joint venture booth staff and activities (registration badges, show guide listings, etc., which are subject to show management policies). If the companies having the agreement wish to have their space located adjacent to each other, both companies should submit such in writing, with their applications, initiating

the request. A copy of the letter should also go to each of the companies in the agreement. If only one company is exhibiting the co-marketed product, show management should deal only with that exhibiting company. Subletting of space for the purpose of allowing another company to exhibit within the principal exhibit is not permitted. If the non-exhibiting company needs registration badges, they should work directly with show management and according to show management's policies. Show management will make every effort to be inclusive of all joint marketing partners. If possible and upon request, the names of both joint partners should be included in separate listings in the printed materials. Show management may charge an administrative fee for the additional listing. If two listings cannot be provided, the exhibiting company should list the non-exhibiting partner within its listing.

Exhibitor Intellectual Property: Exhibitor warrants and represents that it owns all intellectual property being used in promotion at the 2015 Grace Hopper Celebration of Women in Computing Conference or exhibited at the 2015 Grace Hopper Celebration of Women in Computing Conference, and agrees to defend, at exhibitor's expense, and to indemnify ABI for any action brought against ABI directly arising out of any dispute over intellectual property.

General Show Policies: Noisy, offensive exhibits are prohibited. If you are having demonstrations, do not have them in the aisle where your exhibit is located if you expect people to congregate there. Leave space within your exhibit to absorb the majority of the crowd. Should spectators interfere with the normal traffic flow in the aisle or overflow into the exhibits on the sides or across the aisle, the Show Manager will request that you limit or eliminate your presentation. Police your booth to be sure the noise level from any demonstrations or sound system is kept to a minimum and does not interfere with others. The Show Manager reserves the right to determine what constitutes interference with others. All business activities, distribution of promotional materials, samples, catalogs, pamphlets, and publicity matter must be conducted and distributed within the booth(s) assigned to the exhibitor. Materials may not be distributed in other areas of the Conference facility. Distribution of alcoholic beverages is strictly prohibited. Exhibitor agrees not to hold any social event to which attendees are invited, or entice attendees off the exhibit floor during official exhibit and Conference hours. Further, no exhibits or In Conjunction With (ICW) events are permitted outside the exhibition area, which includes hotel rooms, suites, meeting spaces, or public places on October 14-16, 2015, unless approved in advance by GHC.

Dismantling of Exhibits: The official closing time of the show is 2:30 p.m., Friday, October 16. The exhibit hall must be clear of all attendees before dismantling can begin. The return of empty crates/packing materials will begin after all attendees have left the hall, approximately 30 to 60 minutes after the close of the show. All exhibits must remain fully intact until the conference has officially closed. Disturbing or tearing down the exhibit before the official close of the conference is strictly prohibited. Exhibitor's exhibits and its contents must be removed from the facility no later than the time specified in the Exhibitor Service Manual. All exhibits must be packed and material handling/outbound shipping forms completed by 8:00 p.m. on Friday, October 16. Any material that is left in these areas after the designated

move out deadline must have a material handling agreement to the point of origin or it will be returned to the Hargrove warehouse and charged accordingly. Hargrove will clear any recycled printed materials or debris resulting from packaging at the exhibitor's expense. Be sure to recycle any printed materials and throw the trash in the provided bins before you leave the show.

Giveaways: Exhibitors can distribute small, tasteful token gifts from their booth. Hargrove will clear any debris resulting from giveaways or packaging at the exhibitor's expense.

Music Licensing: Exhibitors agree to pay all royalties, license fees or other charges accruing or becoming due to any firm, person or corporation by reason of any music either live or recorded or other entertainment of any kind or nature, played, staged, or produced by the exhibitor, their agents or employees within the premises covered by this License Agreement including but not limited to, royalties or licensing fees due to BMI, ASCAP or SESAC. Exhibitor agrees to hold harmless ABI, its agents and employees against any and all such claims and charges, and to defend, at its own expense any and all such claims and charges.

Fire and Safety Regulations: All decorations must be fireproofed and electrical wiring must meet the safety requirements of the Houston Fire Department. No combustible material shall be stored in or around exhibit booths.

Presenters and Models: Professional presenters or models may conduct product and service demonstrations. However, demonstrations are to be straightforward, professional and non-combative in nature, and must avoid the use of sideshow and theatrical gimmicks. Activity and attire of models and presenters shall be consistent with the professional atmosphere of GHC conference. Sponsor hires vendor staff to work in their booths must purchase a conference ticket to the conference.

Cameras: A) No one may take photographs or videotape during set up or dismantling. B) During show hours, photography and videotaping are permitted. An exhibitor who contracts with someone other than the Official Show Photographer must treat the photographer as he would any other Exhibitor Appointed Contractor, i.e., exhibitor must supply name and address of the supervisor in attendance and the names of personnel on site, as well as a certificate of insurance. A list of these photographers will be given to security, and they will be allowed only in the booth for which they were contracted. C) Exhibitors may not deny a reasonable request from an attendee to photograph or videotape an exhibit from the aisle. D) Exhibitors may not photograph or videotape another exhibitor's display without permission from the exhibitor.

Restricted Attendance: False certification of individuals or other methods or devices used to assist unauthorized persons to gain admittance to the exhibit floor or the Conference is cause to expel the violator from the exhibition and Conference, and to remove the exhibit from the floor without obligation on the part of GHC.

CONTACT US

Conference logistics, sponsor logistics, exhibition, and conference shuttle:

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GHC Registration: registration@anitaborg.org

General Inquire: ghc2015attendee@anitaborg.org

GHC Housing Bureau: rmoreno@visithouston.com

Sponsorship benefits and upgrades: businessdevelopment@anitaborg.org

Special dietary and ADA assistance: specialneeds@anitaborg.org

Host an event: icwevent@anitaborg.org

(Space request only to host event at the George R. Brown Convention Center and the Hilton America Houston. Other hotels or venues, please contact those venues directly)

Booth furnishings, services orders, and shipping to Hargrove and the George R. Brown Convention Center:

Hargrove Inc.
Help Line: (301) 306-4627
Email: exhibitorservices@hargroveinc.com
Be sure to mention: Grace Hopper Conference

For complete conference information, visit www.gracehopper.org

The Grace Hopper Celebration of Women in Computing is a program of the:
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